

Michigan Homeland Security Geographic Information System (GIS) Advisory Committee
Eric Swanson, Chairperson
April 13, 2004 Meeting Minutes

I. Welcome: Captain John Ort

Captain John Ort, Michigan State Police (MSP), presented an overview of the Michigan Homeland Security Structure and explained where and how the Michigan Homeland Security GIS Advisory Committee fit in.

Introductions & Attendance:

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|------------------|--|
| Eric Swanson | Michigan Department of Information Technology (MDIT), Center for Geographic Information (CGI) |
| Woody Woodruff | Charter Township of Union |
| Jeremy Dunlap | City of Traverse City |
| Eric Nischan | Michigan State Police (MSP), Emergency Management Division (EMD) |
| Jeroen Wagendorp | Allegan County Land Information Services |
| Gary Smith | Luce County Equalization Department |
| Milton Scales | Michigan Department of Environmental Quality (MDEQ), Office of Criminal Investigations |
| Bob Tarrant | Michigan Department of Agriculture (MDOA) |
| T.J. Buhoultz | Michigan Department of Community Health (MDCH) |
| Paul Klimas | City of Grand Rapids |
| Trevor Floyd | St. Clair County Metropolitan Planning Commission |
| Rob Surber | Michigan Department of Information Technology (MDIT), Center for Geographic Information (CGI) |
| Scott Oppmann | Oakland County Information Technology |
| Steve Perry | SEMCOG |

III. Committee Operation – Context: “GIS as Programmatic Support Resource”

The members discussed how the committee will operate and established the following:

- **Purpose:** To address what is going on with GIS as it relates to Homeland Security and public protection. Bridge gap between the GIS community and the emergency management community. Develop and foster GIS statewide to meet needs of operations.
- **Deliverable:** To develop an investment strategy statewide across all levels of government. To move forward with the continued development of GIS technology to support public protection needs.
- **Timeline:** Five months - September, 2004.
- **Scope:** The committee determined that the scope will define itself over course of first several months.
- **Subcommittees:** Will be used as necessary drawing in additional resources, expertise, etc.
- **Decision-making:** Committee will use consensus.
- **Resources:**
 - CGI will provide staffing to the group
 - Eric Swanson, Rob Surber, Michelle Beckwith
- **Communications**
 - A password protected Listserv will be established for communication purposes.
 - An email list and a web page within the CGI site will be established.

IV. Public Protection Business Processes—Programmatic Responsibilities

Business process: diverse group, critically important to understand how process works and dynamic of those activities. Give input and overview of the operational world and how public technology can support it.

- **Articles related to GIS and Homeland Security**
 - All information dovetails into what the Michigan Homeland Security GIS Advisory Committee goals
- **Emergency Management/Homeland Security has a set life cycle**
 - Planning, preparedness, response, recovery, mitigation
 - Suggested that group's plans point to this security life cycle
 - Language
 - Applications

V. Data Priorities/Standards

- **Who has data**
 - Inventory of all
 - Counties (Jeroen has list)
 - Townships
- **Define what to assess**
 - Software
 - Critical data layers
- **Define best way to assess**
 - Level of granularity to be assessed
 - Must be accurate
- **Stewardship of state layers**
 - County level
 - First responder level
- **Readiness and availability of information**
 - First responder level
 - How to initiate all levels of government to get all information for said area
 - Instrument used for contact
- **Problems**
 - Lack of communication
 - Lack of standards
 - Needs of Upper Peninsula (UP) may differ from Lower Peninsula (LP)
 - How to migrate information into a standard GIS format
 - Educational component

- **Needs Assessment**
 - Contact list network of professionals who know how to use tools and data
 - Cell phones
 - Home phones
 - Pagers
 - Hardware/software data inventory
 - Chose platforms, systems
 - Templates to be used for distributing by CD
 - Data
 - Street layer
 - GPS for lat/long
 - Statewide GIS imagery
 - Statewide GIS road critical infrastructure
 - Statewide cadastral information
 - Power failure backup
 - Paper copy of data
- **Security and liability**
 - Change access policies
 - Balance between open and not
 - Open platform
 - More work
 - More susceptibility to error
 - Secure data offsite
 - Data library
 - What data to share
 - How to securely share data
 - Who to securely share data with
 - State
 - Regional
 - Counties
 - Municipalities
 - Sharing aspects
 - Policies need to be established
 - All dataset should be accessible
 - Cooperation
 - Between private sector and public sector
 - All voluntary now
 - Needs to go beyond voluntary concept
 - Government illustrating to business 'help us help you'
 - Utilities

VI. Statewide GIS Technical Interoperability Assessment

City of Grand Rapids

- All information is shared
- Readily available
- During exercises GIS folks are present to answer questions
 - Had a hazardous material exercise
 - What happens if stuff flows down sewer system
 - How to shut off

Emergency Management Centers (EMC)

- 111 EMCs (within 7 Michigan State Police districts) are identified within Michigan's Homeland Security strategy
- MSP/Emergency Management Division (EMD) required local counties to come up with hazardous mitigation plans at the county level
 - Areas missed
 - Townships with own initiatives without county's knowledge

Federal Homeland Security Information Program (HSIP) Report

- Data needed in case of natural and man-made events
 - Who owns data
 - Who maintains data
 - How often data is updated
 - State people added:
 - Flood zones
 - State people deleted:
 - Earthquake areas

Isabella County Emergency Operations Center (EOC)

- Developing strategies for damage assessment
- Developing paper system that can mount on top of digital system
- Implementing GPS interface with GIS and marked locations
 - Develop kits/storage boxes with inventory list on top for Damage Assessment Teams
 - Establish teams
 - Driver – how many
 - Recorder – how many
- Develop one-button push
 - Takes photograph
 - Puts GPS stamp on it
 - Add attributes for location to do a damage assessment

Map Image Viewer

- Available if necessary

Map Michigan:

- Point of interest data needs to be certified by locals or business owners

SEMCOG GIS

- Goals to acquire data from:
 - Local level
 - County level
 - State level
- Maintenance responsibility
- Minimum information with attributes
- Point of contact

Strategic Goals Identified by Group

Develop overall strategy between state and local jurisdictions regarding geospatial issues.

- Must develop a model for state/local coordination
- Strengthen communication/coordination between GIS community and EMCs
 - Any approach must be applicable to entire state
- Must conduct a needs/assessment survey
 - Begin with 111 EMC communities
- Focus on filling gaps in technology, data, and resources
 - Implement strategies for everyone to be at certain level 5 years from now
- First priority will be to focus on data
 - Use current information (SEMCOG, HSIP) available as a baseline and get the ball rolling
 - Consistency statewide
 - Standards
 - Geospatial coding
 - Addresses and other referencing
 - Content standards
 - Critical data inventory
- Use existing emergency operation drills as a way to test strategies
 - Use those advanced GIS municipalities as a model and incorporate best practices
 - What works/What doesn't
 - Develop template from what is learned of where all should be

List of Immediate Tasks:

- Review the SEMCOG critical data inventory
 - Should all data elements be kept on a "statewide" critical inventory
- Compare the SEMCOG critical data inventory to the HSIP report data inventory (sent by Scott Oppmann)
 - Should additional data elements from the HSIP report be added to a "statewide" critical inventory
 - Scott Oppmann agreed to compile everyone's comments
- Develop assessment questions for the 111 EOC communities (Eric Nischan sent community list)
- Develop Questions
 - Two-prong approach--EMC Directors and GIS Contacts
 - Assess what GIS resources exist in the 111 communities
 - Assessment--personal phone calls from committee members
 - Contact development (Milton Scales agreed to be holder of contacts)
 - Compile questions (Rob Surber agreed to categorize questions)

VII. Meeting Dates/Communication

Dates: May 11, June 8, July 13, August 10, and September 14, 2004

Time: 1 pm – 4 pm

Where: Michigan Center for Geographic Information

G. W. Romney Building, 10th Floor

111 S. Capitol Ave.

Lansing, MI 48933

(517) 373-7910

Directions: Coming in on 496 get off at the Walnut Street exit--go North to Allegan Street--go East 2 blocks--there is a parking ramp. You will be on the corner of Capitol and Allegan.

Arrangements will be made for those who want to participate via speakerphone. Please advise in advance of meeting.